



M.O.E. Policy Manual

POLICY/TITLE	NO. 16-01-01
<u>Legislative Authority</u> the Environmental Protection Act, Sections 3(f) & 130 the Ontario Water Resources Act, Section 7(d) the Pesticides Act, Sections 2(e) & 19 the Environmental Assessment Act, Sections 27 & 32(e)	
<u>Statement of Principles</u> This policy provides for the release of validated scientific data and reports. The intent of the policy is to ensure that, within the shortest possible time, the public is properly informed of scientific findings in terms of data reliability, environmental significance, and public health implications. More detailed information is provided in the May 1983 report, "Ministry of the Environment Guidelines on Preparation for Release of Scientific Data and Reports." <u>1. Policy Statement</u> <u>1.1 Information Release</u> It is the policy of the Ministry of the Environment that completed and properly validated scientific and technical data and reports are made accessible to the public within the shortest possible time. <div data-bbox="1143 1696 1403 1730" style="text-align: right;">November 12, 1986</div>	
<u>Point of Contact</u> Director, Laboratory Services Branch	
<u>Effective Date</u> February 1, 1984	

1.2 Administrative Requirements

Prior to the release of scientific data and reports, the administrative approval requirements set forth herein shall be followed.

2. Application

This policy applies to all scientific or technical data and reports including papers being presented by individual staff members at conferences or for publication, and abstracts for proposals to submit papers at conferences.

This policy does not apply to administrative reports, or to scientific or technical data or reports containing information which is of a proprietary or personal nature, or is subject to the confidentiality requirements of the Environmental Protection Act, the Pesticides Act, or the Environmental Assessment Act.

3. Authorization

3.1 Routine Data and Reports

The release of routine scientific data and reports, whether of a continuing or a special subject nature, shall require the approval of the Section Manager and the Branch Director.

3.2 Major Interest Data and Reports

Scientific reports and data of major interest require the Division Head's approval for release, and shall be accompanied by an explanation of data reliability, environmental significance, and public health implications.

3.3 Jointly Prepared Reports

Those portions of scientific reports prepared jointly with or for external groups including other government agencies require the approval of the Division Head prior to release.

4. MOE Staff Responsibility

MOE staff responsible for the release of scientific data or reports should ensure that, where appropriate, there is an adequate accompanying interpretation of the findings in terms of data reliability, environmental significance, and public health implications.

5. External Consultation and Notification

5.1 Ministries of Labour and Health

General

(a) When scientific data or reports contain findings with public health implications, MOE medical advisors at the Ministries of Labour and Health should be consulted prior to the release of the findings.

Exceptions

(b) When scientific data or reports contain findings with public health implications for which standardized interpretations previously have been provided as per 5.1 (a) above, then MOE medical advisors at the Ministries of Labour and Health should be advised prior to the release of the findings.

5.2 Medical Officer Of Health

The Medical Officer of Health should be advised and may be consulted on scientific findings with public health implications, prior to the release of the findings.

5.3 Other Agencies

When various levels of government have a shared interest or responsibility in the scientific findings, advance notice of the findings should be communicated.

6. Notification of Communications Branch

Prior to printing and release of all MOE scientific reports or the release of scientific data of major interest the Communications Branch should be notified in order that appropriate communications may be planned.

7. Publication of Reports

7.1 Authors Identified

The authors of scientific or technical reports may be identified.

7.2 Report Covers

Routine

(a) Routine scientific reports on special subjects that are approved for external distribution shall have a green cover with Ministry and branch identification and the name of the Branch Director.

Major Interest

(b) Scientific reports of major interest that are approved for external distribution shall have a green cover with the Ministry logo and the names of the Minister and Deputy Minister.

7.3 Copyright

All reports intended for external distribution shall contain the following in a prominent location:

© "19xx (year of first publication) Her Majesty the Queen in Right of Ontario"

and should indicate whom to contact for permission to republish, or should state the conditions under which the report or parts of it may be republished.

8. Guidelines For Data And Reports Release

Detailed information on the preparation, interpretation and release of scientific data and reports is provided in the "Ministry of the Environment Guidelines on Preparation For Release of Scientific Data and Reports, May 1983."